

## **EDITED TASK LISTING**

### **CLASS: ASSISTANT CHIEF COUNSEL**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>1.</b>	Plan, organize, direct, coordinate, and review the work of a professional legal staff to protect the legal interest of the Department, ensure that staff work is performed efficiently, ensure a high-quality of work consistent with departmental policies, ensure that work is prioritized properly, and ensure communication with clients (e.g., programs, Director, etc.) is consistent with policy utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, Chief Deputy and/or Director.
<b>2.</b>	Act as legal advisor to top management to provide analysis of the legal risks presented by the situation or fact pattern and make recommendations for appropriate actions utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, Chief Deputy and/or Director.
<b>3.</b>	Prepare legislation and represent the Department before the legislature utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices in consultation with the Assistant Director Legislation at the direction of the Chief Counsel, Chief Deputy and/or Director.
<b>4.</b>	Formulate legal policy for the Department to ensure that Departmental practices and procedures are consistent with legal requirements and to ensure that risks encountered by and during Departmental operations are managed utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, Chief Deputy and/or Director.
<b>5.</b>	Meet with top management to provide advice and recommendations in the development and implementation of department policy and procedures utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, Chief Deputy and/or Director.
<b>6.</b>	Make presentations on selected legal issues before administrative and/or Legislative bodies to disseminate information about Departmental programs, policies and practices utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, Chief Deputy and/or Director.
<b>7.</b>	Supervise subordinate staff and evaluate their daily work to ensure high-quality efficient work and a cohesive team utilizing personal knowledge, appropriate training, supervisory skills, interpersonal skills, etc. as needed.
<b>8.</b>	Evaluate the quality of staff through probationary reports, work with employees on their Individual Development Plan (IDP), provide feed-back on development and/or areas in need of improvement, counseling, training new staff, Employee Assistance Program referrals, utilizing personal knowledge, appropriate training, supervisory skills, interpersonal skills, etc. as needed.

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<b>9.</b>	Carry out other supervisory duties including personnel work (e.g., authorizing travel claims, time off, etc.) utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, supervisory skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices as needed.
<b>10.</b>	Participate in selecting candidates to hire, to ensure quality staff will fit in with department and have the right knowledge and skills for assignments utilizing knowledge of and observing personnel laws and Equal Employment Opportunity (EEO) laws as needed.
<b>11.</b>	Serve as a liaison with Youth and Adult Correction Agency (YACA) and Governor's Office to ensure the Department's policy is consistent with the direction from their offices utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, Chief Deputy and/or Director.
<b>12.</b>	Manage a legal program or subprogram (e.g., Workers Compensation cases, inmate litigation, employment law, etc.) of an agency or department to ensure that work is completed, performed efficiently and effectively, properly prioritized, legal risks are reduced, work is consistent with Departmental policies and procedures utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, Chief Deputy and/or Director.
<b>13.</b>	Manage the assigned unit's expenditures, allotments, forecasting workload and resource needs, preparing Budget Change Proposal, etc. utilizing personal knowledge and experience of state governmental accounting and budget policies and practices as needed.